

Wage Employee Timesheet Instructions

Wage Employees should complete a timesheet for each week worked during the pay period. The timesheet should be submitted to Human Resources on the 1st and the 16th of each month.

Wage employee pay periods are the 1st through the 15th of the month and the 16th through the last day of the month. Wage employees are not eligible for any type of leave.

Employees should check with their SLDs or ESDs to determine exempt or non-exempt status and eligibility for straight time or time-and-one-half overtime pay.

Instructions for completing your timesheet:

1. Fill in the top of the timesheet – **Employee Data**, by entering your Name, Social Security Number, selecting your employee status (exempt or non-exempt), filling in your name, office location, and cost center.
2. Fill in the hours worked each day.
3. At the bottom of the timesheet – **Signatures**, fill in your name (please use full name) and email the form to your ESD or SLD. The complete list of ESDs and SLDs is available on the VITA Web site.
4. The ESD or SLD will review the form, sign and date it, select the Directorate, make applicable comments, and email the completed Timesheet and Leave Activity Reporting Form to HRTIME-Leave@vita.virginia.gov for processing.

If employees, ESDs, or SLDs have questions about the Timesheet or Leave Activity Reporting Form, they can contact Human Resources via email at HRQuestions@vita.virginia.gov or contact VITA's Leave Coordinator, Vicki Price at 804-371-5538.